

Regular Meeting

November 29, 2004
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, November 29, 2004, at 12:35 p.m. with Priscilla Tyson and Grady Pettigrew in attendance.

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RE: *Review and approval of the minutes from the November 1, 2004, special meeting.*

The minutes were approved as written.

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RE: *Review and approval of the minutes from the November 8, 2004, special meeting.*

The minutes were approved as written.

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RE: *Review of the results of the Pre-hearing Conferences.*

No pre-hearing conferences were submitted.

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RE: *Request of the Civil Service Commission staff to amend Rule XI(C)(1) to eliminate any new probationary period requirement for non-probationary employees reemployed following a layoff.*

This item was deferred.

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RE: *Request of appellant Barbara Horton-Alomar to withdraw the appeal she filed with the Civil Service Commission on July 30, 2003, regarding her discharge from the position of Police Sergeant with the Department of Public Safety, Division of Police - Appeal No. 03-CA-0016.*

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Review of the Findings of Fact and Recommendation of the Hearing Officer for the Civil Service Commission investigation into the distribution of the reading list for the 2004 Fire Promotional examinations.*

This item was deferred.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on October 25, 2004: Kenneth Hayes vs. Columbus Public Schools, Appeal No. 03-BA-0020.*

After reviewing the report from the Hearing Officer, the Commissioners upheld the action of the Columbus Public Schools in terminating Kenneth J. Hayes from the position of Custodian II.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Environmental Systems Technician Supervisor (Plumbing & Piping), retitle it to read Environmental Systems Technician Supervisor (Plumbing/Insulating/Fire Safety Systems) and change the examination type from open and promotional competitive to noncompetitive (0482).*

PRESENT: Jackie Chapman, Columbus Public Schools

Revisions to this classification were requested to more accurately reflect changes in training, experience, duties and expertise required with respect to this classification.

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Maintenance Carpenter Supervisor (Class Code 0567).*

PRESENT: Jackie Chapman, Columbus Public Schools

The revisions requested to this classification were based upon a detailed job analysis and to provide a more detailed, accurate and current depiction of the work performed by individuals assigned to this classification.

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Equal Employment Opportunity Manager with no revisions (Class Code 0347).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Equal Employment Opportunity Manager with no revisions in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last reviewed in March of 1999. There is currently one incumbent in the classification.

Based upon information received from the Department, no proposed revisions were requested at this time. Therefore, it was recommended that the classification specification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Laborer with no revisions (Class Code 3682).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Laborer with no revisions in response to the Commission's objective to review and revise all classifications at least every five years to ensure accuracy. This classification was last reviewed in June of 1999. There are currently forty-eight incumbents in this classification throughout various City departments.

Commission staff mailed questionnaires to a random sampling of incumbents to gather information regarding the duties and responsibilities of their positions. Based upon the information

received, no proposed revisions were requested at this time. Therefore, it was recommended that the classification specification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Telecommunications Specialist I (Class Code 0609).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Telecommunications Specialist I. This classification was created in December of 2003 and is currently awaiting bargaining unit and salary assignment. During this negotiation process, several questions were raised regarding the content of the specification and Civil Service thought it necessary to review the specification to ensure its accuracy.

No revisions were recommended for the definition or the examples of work sections of the specification. In recent conversations with the Department, it was requested that completion of the twelfth school grade or GED be added as a minimum qualification. It was further requested that customer service experience be removed as a minimum qualification; the rationale used by the Department was that they estimated it would take approximately four years to adequately and proficiently train someone with no previous telecommunications experience to perform this job as it currently exists. No revisions to the knowledge, skills, and abilities, the competitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Telecommunications Specialist II (Class Code 0610).*

Tammy Rollins presented the Commission's request to revise the specification for the classification Telecommunications Specialist II. This classification was created in December of 2003 and is currently awaiting bargaining unit and salary assignment. During this negotiation process, several questions were raised regarding the content of the specification and Civil Service thought it necessary to review the specification to ensure its accuracy.

It was recommended that the definition be revised to reflect that this classification is a working supervisor and the examples of work section of the specification was revised to reflect this supervision. The minimum qualifications were revised to remove the customer service experience and to have the qualifications focus on the technical expertise required of the job. It was further requested that completion of the twelfth school grade or a GED be added as a minimum qualification. No revisions to the knowledge, skills, and abilities, the competitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Historic Preservation Officer (Class Code 0762).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Historic Preservation Officer as part of the Civil Service Commission's effort to review all

classifications every five years. This classification was last reviewed in May of 1999. There is currently one incumbent assigned to the Development Department, Division of Neighborhood Services.

No revisions to the definition were recommended. The only revision to the minimum qualifications section of the specification was to add art history as a qualifying major field of study for the bachelor's degree requirement. No revisions to the examples of work, knowledge, skills, and abilities, noncompetitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Customer Services Coordinator, retitle it to read Utility Services Coordinator and amend Rule XI accordingly (Class Code 0865).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Customer Services Assistant Coordinator, retitle it to read Utility Services Manager, lift the hiring moratorium and amend Rule XI accordingly (Class Code 0864).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Engineering Aide I (Class Code 1006).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Engineering Aide I in conjunction with the review of the Engineering Aide II classification specification to ensure accuracy, consistency and continuity with the class series. This classification was last reviewed in October 2000; there is currently one employee serving in this classification.

The definition was revised to more accurately and succinctly state the reason or purpose that the classification exists. The examples of work section was revised to better reflect the level and type of work currently performed by Engineering Aide Is. The minimum qualifications section was revised to include sub-professional surveying work as qualifying experience in addition to sub-professional engineering work. A substitution was proposed that would allow related coursework to substitute for the experience requirements. The knowledge, skills and abilities section was revised to add several ability statements important to successful job performance. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Engineering Aide II (Class Code 1007).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Engineering Aide I in conjunction with the review of the Engineering Aide II classification

to ensure accuracy, consistency and continuity with the class series. This classification was last reviewed in October 2000; there is currently one employee serving in this classification.

The definition was revised to more accurately and succinctly state the reason or purpose that the classification exists. The examples of work section was revised to better reflect the level and type of work currently performed by Engineering Aide IIs. The minimum qualifications section was revised to include sub-professional surveying work as qualifying experience in addition to sub-professional engineering work. A substitution was proposed that would allow related coursework to substitute for the experience requirements. The knowledge, skills and abilities section was revised to add several ability statements important to successful job performance. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Soil Applications Coordinator and change the examination type to noncompetitive (Class Code 0769).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Wastewater Soil Applications Coordinator. There is currently no incumbent serving in this classification, which was last reviewed in August of 2002.

No revisions to the definition, examples of work, minimum qualifications, knowledge, skills and abilities or the 365-day probationary period were recommended. A guidelines for class use was proposed that would clearly identify this classification as being a single position classification. While the program may expand, there will always only be one position responsible for serving as the coordinator. It was further recommended that the classification be designated with a noncompetitive examination type, which is consistent with Commission policy regarding single position classifications.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Compensation Manager (Class Code 0885).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Compensation Manager in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. This classification was last reviewed in August of 1999; there is currently one employee serving in the classification.

The definition was modified to include an individual performance management program as a tie-in to the City's compensation program. The examples of work section was revised to better reflect the responsibilities assigned to and work performed by the Compensation Manager. The only revision to the minimum qualifications section was to change the name of the organization that awards the Certified Compensation Professional certification from American Compensation Association to World at Work. No revisions to the knowledge, skills and abilities, the 365-day probationary period or the noncompetitive examination type were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Computer Operations Supervisor, extend the probationary period to 365 days and amend Rule XI accordingly (Class Code 0541).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Business Systems Analyst, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Computer Operator I (Class Code 0538).*

PRESENT; Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Computer Operator I in accordance with the Commission's policy to review all classifications at least every five years. This classification was last reviewed in 1999.

It was recommended that the definition be revised to read "Under general supervision is responsible for operating and monitoring computers and peripheral devices in a centralized Data Center and citywide network environment; performs related duties as required." The examples of work were revised to reflect that information technology is a rapidly changing discipline. The minimum qualifications were recommended for revision to increase the experience operating a mainframe computer or multiple network servers from six months to one year. In addition, it was recommended that completion of computer classes could remain a substitution for six months of the required experience. Minor revisions to the knowledge, skills and abilities were recommended. No revision to the competitive examination type or the 270-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Computer Operator II (Class Code 0539).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Computer Operator II to coincide with the review of Computer Operator I.

It was recommended that the definition be revised to read "Under direction, is responsible for leading and participating in the operation and monitoring of computer and peripheral devices in a centralized mainframe or network environment; performs related duties as required." The examples of work were revised to reflect that information technology is a rapidly changing discipline. No revisions to the minimum qualifications were recommended. One minor revision was proposed for the knowledge, skills and abilities. No revisions to the competitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker Supervisor I (Class Code 3557).*

PRESENT: Don White, Personnel Analyst Supervisor

Donald White presented the Commission's request to revise the specification for the classification Cable Worker Supervisor I as a result of a staff effort to review classifications within a series at the same time. Cable Worker Supervisor II has not been reviewed since 1999, so all the classes in the series are being reviewed at this time. There are currently eight incumbents in the Cable Worker Supervisor I classification.

Only minor revisions to the definition were recommended. No revisions to the examples of work, minimum qualifications, 365-day probationary period, or competitive examination type were recommended. Because the classification is supervisory in nature and as a result of information discerned from a job analysis conducted, some revisions to the knowledge, skills and abilities were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker Supervisor II (Class Code 3558).*

PRESENT: Don White, Personnel Analyst Supervisor

Donald White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Cable Worker Supervisor II as a result of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1999. There are currently two incumbents in the Cable Worker Supervisor II classification.

In order to better align the definition with others in the series, the definition was revised to read, "Under direction, is responsible for supervising crews involved in the installation, repair and replacement of components of the underground electricity distribution system. Revisions to the examples of work were recommended to better clarify the typical duties of incumbents in this classification. Revisions to the knowledge, skills and abilities were recommended because the classification is supervisory in nature and because of information provided during the job analysis. No revisions to the minimum qualifications, the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker I (Class Code 3555).*

PRESENT: Don White, Personnel Analyst Supervisor

Donald White presented the Commission's request to revise the specification for the classification Cable Worker I as a result of a staff effort to review classifications within a series at the same time. Cable Worker Supervisor II has not been reviewed since 1999, so all the classes in the series are being reviewed at this time. There is currently one incumbent in the Cable Worker I classification.

Only minor revisions to the definition were recommended. No revisions to the examples of work, knowledge, skills and abilities, minimum qualifications, 180-day probationary period, or competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker II (Class Code 3556).*

PRESENT: Don White, Personnel Analyst Supervisor

Donald White presented the Commission's request to revise the specification for the classification Cable Worker II as a result of a staff effort to review classifications within a series at the same time. Cable Worker Supervisor II has not been reviewed since 1999, so all the classes in the series are being reviewed at this time. There are currently eight incumbents in the Cable Worker II classification.

Only minor revisions to the definition were recommended. No revisions to the examples of work, knowledge, skills and abilities, minimum qualifications, 180-day probationary period, or competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Gardener Supervisor (Class Code 3697).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Gardener (Class Code 3696).*

This item was deferred.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Transactions.*

No personnel transactions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Linda Cockrell regarding her probationary demotion from the position of Account Clerk with the Columbus Public Schools – Appeal No. 04-BA-0018.

Ms. Cockrell's appeal was based on her belief that she was wrongfully demoted from her position of Account Clerk. Since the demotion occurred while she was serving her probationary period, the Commission has no jurisdiction over the appeal and dismissed it without a hearing.

Review of the appeal of Bertha Aycox regarding overtime issues in her position of Custodian with the Columbus Public Schools – Appeal No. 04-BA-0019.

Ms. Aycox filed an appeal on the basis that she believed she was improperly bypassed on the scheduling of overtime. The Commission has no jurisdiction over issues of this nature and therefore dismissed the appeal without a hearing.

Review of the appeal of Lisa Hunt regarding summer work availability in her position of Food Service Helper with the Columbus Public Schools – Appeal No. 04-BA-0020.

Review of the appeal of Tina Randolph regarding summer work availability in her position of Food Service Helper with the Columbus Public Schools - Appeal No. 0021.

Ms. Hunt and Ms. Randolph filed appeals on the basis that employees with less seniority than them were permitted to work during the summer food service program. The Commission has no jurisdiction over issues of this nature and therefore dismissed the appeals without a hearing.

Review of the appeal of Jacqueline Foster regarding assigned work loads in her position as Custodian with the Columbus Public Schools - Appeal No. 04-BA-0023.

Ms. Foster filed an appeal on the basis that she was assigned a greater workload than a co-worker. The Commission has no jurisdiction over issues of this nature and therefore dismissed the appeal without a hearing.

BACKGROUND ADMINISTRATIVE REVIEWS

Post Examination Removals		
<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>BAR #</u>
1. LaDonna Little	Police Communications Technician	04-BR-077

After reviewing LaDonna Little’s file, the Commissioners decided her name would not be reinstated to the police communications technician eligible list.

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Priscilla R. Tyson, Commission President	December 20, 2004
	Date